Appendix J
Longview ISD Technology Staffing Recommendations

The Texas STaR Chart is a tool for planning and assessing School Technology and Readiness and is aligned to the *Texas Long-Range Plan for Technology 1996 – 2010*. Its purpose is to promote a minimum level of technology access and use in the state's local education agencies and teacher preparation institutions. The chart lists criteria for identifying four levels of progress in twenty-two categories. Two categories included in the chart are Technical Support and Instructional and Administrative Staffing.

The accomplishment of the *Longview ISD Technology Plan 2003- 2006*, the successful implementation of technology integration and the use of technology district-wide rely on the support of educational and technical support staff. These individuals must serve in critical roles with diverse responsibilities. Educators who possess classroom experience are charged with assisting teachers within the context of the school day and leading professional development. Technicians are charged with the responsibility of setting up, maintaining and repairing equipment. It is the human infrastructure that will ensure how well the technology serves the students and staff of Longview ISD. The Technology Department recommends staffing positions as described below to ensure the successful implementation of technology in Longview ISD.

Position	Role and Responsibilities	Staffing Recommendation
District Positions		
Supervisor of Technical Services	• Facilitates the district-wide implementation and maintenance of all technology. • Manages technical aspects of the district area data network. • Oversees installation and management of the wiring infrastructure. • Oversees maintenance and operation of district telephony resources. • Manages technical aspects of administrative and student service technological functions. • Oversees support, maintenance and installation of district technology hardware and software. • Approves district hardware purchases and maintains the supported technologies list.	1 Full-time position
Supervisor of Instructional Technology	• Facilitate the effective use of computers and other technologies and the application of technology to instructional programs district-wide. • Assist in the development of short- and long-range plans for technology integration. • Implement and coordinate the technology staff development program. • Assist in the development of policies and procedures regarding technology issues. Assist with the purchase and distribution of hardware, software, peripherals, and supplies for instructional programs.	1 Full-time position

Position	Role and Responsibilities	Staffing Recommendation
District Positions		
Secretary/Help Desk Facilitator	• Organize and manage routine tasks preparing correspondence, forms, reports, and budget documents. • Provide telephone support for basic hardware and software questions reporting unresolved support issues to Technical Services.	1 Full-time position

Microcomputer Analyst	• Provides technical support for all district technologies.
	• Troubleshoots and repairs computer and network hardware.
	• Troubleshoots and resolves software issues for software on the district supported technologies list.
	• Troubleshoots and resolves basic network connectivity issues.
	• Specific additional assignments include:
	    Computer and network hardware inventory management
	    Network accounts support and management
	    Network operation systems support and management
	    Networked software support and management
		Centrally deployed
		Minimum of 1 per 350 computers
		Recommended by the Texas STaR Chart, Target Tech Level

Campus Positions		
Instructional Technology Specialist	• Assist with the integration of technology into the curriculum to develop skills, increase understanding, and explore applications so that students and staff utilize instructional technology to increase performance. • Provide support for teachers to successfully implement the technology applications TEKS, the LISD technology scope and sequence and LISD technology skills checklists. • Model teaching with technology in classrooms and labs. • Provide staff development for technology, both for skill development and for technology integration.	Dedicated campus-based 1 per campus plus 1 for every 1000 students, Recommended by the Texas STaR Chart, Target Tech Level